**If you are NOT a wikispaces member**, go to [www.wikispaces.com](http://www.wikispaces.com) and click on “Wikis for Ind/Groups”

Wiki 1.tiff

Next, create a wiki account by filling out the following information and clicking “Join Now”

Wiki 2.tiff

**If you are already a wikispaces member**, log on to any wikispaces page.

If you are not signed in…click on the sign in button and sign in:

Wiki .75 sign in.tiff

Once signed in (or if you were already signed in) click on the link “My Account”

After clicking “My Account” you should see the following options in the upper, right-hand corner of the page. Click the button “Create a New Wiki”

Wiki .5.tiff

Step 1: Make a New Wiki – name your wiki (this will also be part of the web address – click “Private” if you want membership by invite only – click “Protected” if you want open viewing – for Wiki Type, select K-12 Education

Wiki 3.tiff

Step 2: Making Your Wiki FREE – Click on the gear icon, “Manage Wiki”

Wiki 4.tiff

Your new Wiki should be created – close the help box that automatically appears when you first start – you can always come back later and “read the owners manual.”

Step 3: Click on the Subscription Icon “$”

Wiki 5.tiff

Step 4: Click the blue link: “Request your free upgrade now.”

Wiki 6.tiff

Step 5: Check the open box to indicate this site will be used for K-12 Education and then click the “Request” button.

Wiki 7.tiff

Return to the home page (if it doesn’t go there automatically).

Step 6: Customizing the Appearance of Your Wiki – Click on the gear icon “Manage Wiki” (see step #2) and then click on the look and feel icon. You can change the layout and color scheme on this page.

Wiki 8 Look and Feel.tiff

Return to the home page (if it doesn’t go there automatically).

Step 7: Editing the “Home” page – Click on the “Edit” link (this link appears in various places depending on the layout you have selected). You will always need to be in the edit mode (with the edit toolbar displayed) in order to change items on any wiki page.

To alter text, use the first four buttons (bold, italic, underline, and TEXT – this button allows you to change font, size, and color – also background color).

The next most commonly used buttons are the link button (looks like a chain) and the file button (green picture icon). You would use these two buttons to insert web links or other wiki links (link button) and to insert documents – word documents, pdf, powerpoints, mP3 (audio), pictures, etc. (file button).

Wiki 8 Edit Bar.tiff

When finished editing a page, you will need to click the SAVE button. This will not only save your work, but will also format all links to properly be displayed.